

FY 2014 On-Line CTE Secondary Federal Perkins Grant Application Process

Part I: Entering the GME System for the CTE Federal Perkins Grant

1. Go to the ADE Home Page at <http://www.azed.gov/>



2. Select **Common Logon** in the upper right hand corner.



3. Enter the **user name** and **password** at the Common Logon

Arizona Department of Education

COMMON LOGON

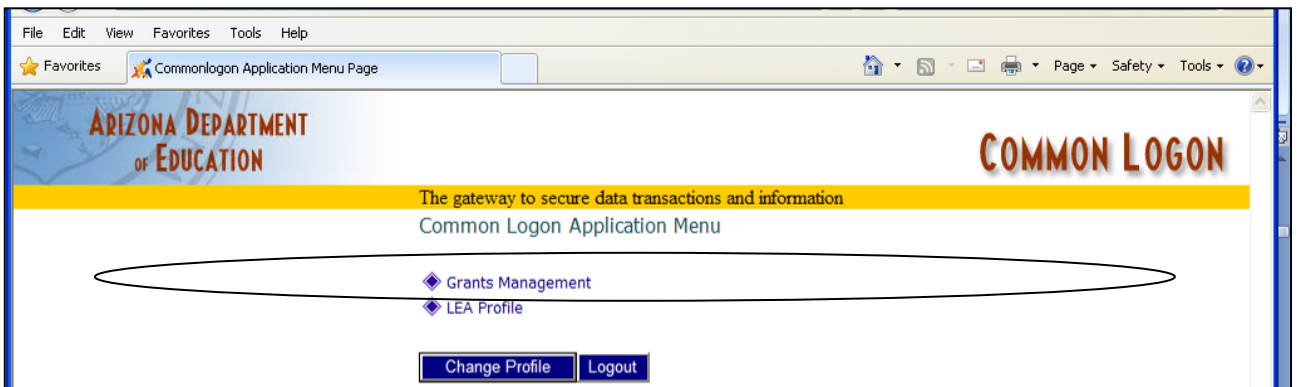
The gateway to secure data transactions and information

Username: jroberts8

Password: [Continue >>](#)

- Please note that our web pages have new functionality which will log you out and take you back to this page if your session remains idle for too long a period of time.
- We have changed our practices regarding passwords and user accounts. [Click here for Current Password Process.](#)
- If you have lost your password [Click here.](#)
- To launch an application the user must have a valid username and password and must agree that, by using that username and password, they will abide by the [ADE Acceptable Use Policy.](#)
- Any questions related to Common Logon account, please contact the ADE Support Center at (602) 542-7378 if you are in the Phoenix area. Outside the Phoenix area (866) 577-9636 or E-mail enterprise@ade.az.gov. Or [Click here](#) for more information.
- Check the [MIS Bulletin Board](#) for the latest news and information.

4. Click on **Grants Management** (this page may look different depending on your permission status).



5. Click on **On-Line Applications**

Arizona Department of Education

Grants Management Homepage

Welcome to Grants Common Logon Applications!

Our mission is to implement procedures that ensure the proper allocation, distribution, and expenditure of all federal and state funds administered by the department. The following links to our web pages contain information pertaining to educational grants funded from state or federal programs.

- [On-line Applications](#): Enter and Submit Grant Applications to the ADE.
- [Amendments](#): Make an Amendment to an Existing State or Federal Project.
- [Payment Request Reports](#): Submit Payment Request reports for Federal projects and obtain previous report receipts for your audit trail.
- [Completion Reports](#): Enter and Submit project Completion Reports on-line.
- [Project Summary](#): View Project Summary for all current and past projects for a specific LEA or grant. Brand new grant users can explore all of the projects from the other Local Education Agencies. This is public information and does not require a common logon account.
- [County Payment Tracking Report](#): View Project Summary for all current projects for a specific LEA / grant/ county payment list.
- [Completion Report Tracking Report](#): View completion report for all current projects for a specific LEA / grant/ county payment list.

Optimal viewing and functionality of some pages within the Grants Management system may only be achieved with a Windows based computer and Internet Explorer. Apple computers and internet browsers such as Firefox, Safari and Google Chrome will not allow users to save data in the Grants Management system.

Certain Grants Management documents are PDF files which require Adobe Reader. The latest version of Adobe Reader can be obtained from <http://get.adobe.com/reader/>

Online training modules are in Windows Media Player format. The latest version of Windows Media Player can be obtained from <http://www.microsoft.com/windows/windowsmedia/player/>

Arizona Department of Education
Grants Management Bin #3
1535 West Jefferson Street
Phoenix, Arizona 85007
Phone: (602) 542-3695
Fax: (602) 542-3264
grants@azed.gov

Part II: Creating the CTE Secondary Federal Perkins Grant Application

1. This screen shows the Applications in Progress. Scroll to the bottom of the screen and click on **Create New Application**.

Instructions

- To create new application click Create New button.
- Select the application by clicking the application name.

00-00-00-000 : Arizona Department of Education

Fiscal Year	Application Name	Status	Last Update User	Last Update Date
2012	Mathematics and Science Partnerships Program Continuation	1. LEA: Created and edited	slong3	01/05/2012 10:12:00
2012	Johnson O'Malley Indian Education Program	1. LEA: Created and edited	slong3	01/05/2012 16:03:28
2011	State Tutoring - Spring	2. Program Specialist: Created and edited	sbonnet	01/10/2011 10:46:07
2010	Migrant Program (State Administered Projects)	1. LEA: Created and edited	mdallman2	01/15/2010 15:44:23
2010	Johnson O'Malley Indian Education Program	1. LEA: Created and edited	sheikkila2	01/19/2010 09:28:26
2013	IDEA - Paraprofessional Tuition Assistance	1. LEA: Created and edited	slong3	01/23/2012 11:42:48
2012	Emergency Immigrant Education Program	1. LEA: Created and edited	slong3	01/24/2012 15:19:32
2012	Emergency Immigrant - Carryover Renewal	1. LEA: Created and edited	slong3	01/24/2012 15:35:02
2012	Arizona Charter School Program 2013-2015	1. LEA: Created and edited	slong3	01/27/2012 08:26:48
2012	Title I Math Supplemental Program	1. LEA: Created and edited	slong3	01/30/2012 11:03:09
2013	SIG Tier I Year 2 Cohort 2	1. LEA: Created and edited	slong3	02/02/2012 10:50:34
2013	SIG Tier I Year 3 Cohort 1 ARRA	1. LEA: Created and edited	slong3	02/02/2012 13:37:09
2013	SIG Tier II Year 2 Cohort 2	1. LEA: Created and edited	slong3	02/02/2012 13:47:23
2013	SIG Tier II Year 3 Cohort 1	1. LEA: Created and edited	slong3	02/02/2012 13:53:23
2013	SIG Tier III	1. LEA: Created and edited	slong3	02/02/2012 14:01:06
2012	Character Education Matching Grant	1. LEA: Created and edited	slong3	12/20/2011 08:39:06

Go Back Create New Application

2. Select the **2014 CTE Secondary Federal Perkins Grant** application and scroll to the bottom of the page and select **Continue**.

☐ 2013 - Leadership Development - University of Virginia - Cohort 1 (Continuation)
☐ 2013 - National Institute for School Leadership (NISL)-Priority School
☐ 2013 - NCLB Title III Consortium
☐ 2013 - Race to the Top - Year 2 Participating LEA's
☐ 2013 - Refugee School Impact Grant - Year 1
☐ 2013 - Rural and Low-Income Schools
☐ 2013 - SIG - Tech Upgrade - Cohort 1
☐ 2013 - SIG -Tech Upgrade - Cohort 2
☐ 2013 - SIG Tier I Year 2 Cohort 2
☐ 2013 - SIG Tier II Year 3 Cohort 1
☐ 2013 - Title III LEP Program
☒ 2014 - CTE Secondary Federal Perkins Grant
☐ 2014 - IDEA - Paraprofessional Tuition Assistance
☐ 2014 - School Safety Program Renewal

Go Back Continue

3. On Application Option Page, verify you are in the correct application (2014 CTE Secondary Federal Perkins Grant) and select **Create New Application**.

https://www.ade.az.gov/GME/Application/ApplicationOptions.asp

File Edit View Favorites Tools Help

Home Feeds (1) Read mail Print Page Safety Tools Help Send to OneNote OneNote Linked Notes Research

Arizona
Department of Education

ADE Home Page | Grants Home Page | Glossary | Contacts | FAQ's

APPLICATION OPTION PAGE

Instructions

- Please verify the Application information below is correct. If the information is NOT correct, click 'Go Back' and select the correct Application.
- If the application information IS correct, click the desired option to continue.

District	Arizona Department of Education		
CTDS	000000000	Entity ID	79275
Application Name	2014 - CTE Secondary Federal Perkins Grant		

[Create New Application](#)
If this option is available, an application has not been started for this grant. Click here to begin a new application for this grant.

[Go Back](#)

4. If you have already created the new application, but not yet submitted, select **Continue Saved Application** on the Application Option Page.

https://intranet.ade.az.gov/GME_Intranet/Application/ApplicationOptions.asp

File Edit View Favorites Tools Help

Home Feeds (1) Read mail Print Page Safety Tools Help Send to OneNote OneNote Linked Notes Research

GRANTS MANAGEMENT ENTERPRISE

ADE Home Page | Grants Home Page | Glossary | Contacts | FAQ's

User Name: Roberts Jeanne Employee Type: Program Specialist ES Level: PS User Profile: GM_PROFILE User Location: I

APPLICATION OPTION PAGE

Instructions

- Please verify the Application information below is correct. If the information is NOT correct, click 'Go Back' and select the correct Application.
- If the application information IS correct, click the desired option to continue.

District	Arizona Department of Education		
CTDS	000000000	Entity ID	79275
Application Name	2014 - CTE Secondary Federal Perkins Grant		

[Continue Application](#)
Continue Saved Internal Budget Page

[Cancel Application](#)
Cancel an existing Application

[Go Back](#)

Note: If you select **Cancel an Existing Application**, it will permanently cancel the existing application and you will need to start over.

5. For Program Assurances, **read** the information and click on **I Agree** to assure district will comply. This page will appear each time you work on the grant. Select **I Agree** each time.

Instructions


- Please read the following Program Assurances and then click 'I Agree' to continue.
- To return click 'Go Back'

District	Arizona Department of Education		
CTDS	000000000	Entity ID	79275
Application Name	2014 - CTE Secondary Federal Perkins Grant		

PROGRAM ASSURANCES

The applicant agency identified above assures the Arizona Department of Education that it will implement appropriate activities in keeping with the intents and purposes of this grant/project and, 34 CFR 76 (EDGAR) or 07 CFR, where appropriate; that it will use the current version of the Uniform System of Financial Records for fiscal control and fund accounting procedures, and that it will maintain appropriate documentation for audit and monitoring purposes.

[Go Back](#) [I Agree](#)

6. You are now ready to work on the application. Read the instructions on the right. Click on a word link with this icon  to the left under Supplemental Data to fill out or edit a page.

VIEW APPLICATION

SUPPLEMENTAL DATA

- FFATA - Reporting Requirements
 - FFATA
- CTE SECONDARY FEDERAL PERKINS GRANT INFORMATION
 - ARIZONA CAREER AND TECHNICAL EDUCATION ASSURANCES
 - MONITORING-PROGRAM ASSURANCE 1
 - PROGRAM ASSURANCE 3 - EQUAL ACCESS/SPED
 - PROGRAM ASSURANCE 3-EQUAL

Click on a word link to the left to fill out/correct that page. When you are finished filling out/correcting a page, click the [Save](#) button at the bottom of each page.

When you are finished filling out/correcting all required pages, click on the [Summary](#) link to see a comprehensive review of all the data you entered. If you receive a grid with messages [before](#) the comprehensive review page appears, correct any indicated errors, and then click on [Summary](#) again.

On the comprehensive review page if you find you need to make a change, click on the corresponding link on the left to modify a page. When you are satisfied with all entries, click the [Submit](#) button (if available*) to send the data electronically.

If you wish to return to the process later without submitting, click the [Exit](#) link to go back to the selection page.

You are allowed no more than 60 minutes per page, therefore, save data frequently. If you time out, re-enter the process from the selection page.

The Grants Management office can answer technical and general grant questions. Please also refer to the Grants Glossary and FAQ pages using the links above. For program/grant-specific questions, please contact the appropriate Program Office. Contact information can be found using the Contacts link above.

* Users with limited permissions will not receive the Submit button

7. **FFATA** (Federal Funding and Transparency Act) should be completed with the assistance of your business manager. Select FFATA on the left and complete.

VIEW APPLICATION

SUPPLEMENTAL DATA

- FFATA - Reporting Requirements
- FFATA
- CTE SECONDARY FEDERAL PERKINS GRANT INFORMATION
- ARIZONA CAREER AND TECHNICAL EDUCATION ASSURANCES
- MONITORING- PROGRAM ASSURANCE 1
- PROGRAM ASSURANCE 3 - EQUAL ACCESS/SPED
- PROGRAM ASSURANCE 3-EQUAL ACCESS/BY SEX-FEMALE
- Sample District
- PROGRAM ASSURANCE 3-EQUAL ACCESS/BY SEX-MALE
- PROGRAM ASSURANCE 4 - LEVEL OF STUDENT SUCCESS

FFATA

Please complete the following information:

FFATA

Please check to confirm that your entity has met the annual Central Contract Registry at <https://www.bpn.gov/ccr/default.aspx> and have a registered DUNS number.

1 ☐ I Confirm

You can search DUNS numbers at: <http://fedgov.dnb.com/webform/CCRSearch.do?val=1>

2 Please check to confirm that you submitted Section E of FY 2012 General Statement of Assurance.

☐ I Confirm

POP (Primary Place of Performance) Information

3 POP City

8. Select **CTE Secondary Federal Perkins Grant Information** to find out details on deadlines, process and grant contact information.

VIEW APPLICATION

SUPPLEMENTAL DATA

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- MONITORING- PROGRAM ASSURANCE 1
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- PROGRAM ASSURANCE 3-EQUAL ACCESS/BY SEX-MALE
- PROGRAM ASSURANCE 4 - LEVEL OF STUDENT SUCCESS
- PROGRAM ASSURANCE

CTE SECONDARY FEDERAL PERKINS GRANT INFORMATION

To meet the requirements of the Carl D. Perkins Career and Technical Education Act of 2006, the Arizona Department of Education begins implementation of the new delivery system for Career and Technical Education (CTE) programs, which includes an approved Coherent Sequence of Instruction for each program, as well as the implementation of at least one Program of Study (POS), based upon the State Program of Study models, for each eligible recipient during the duration of the Perkins Act. Expenditure of Perkins funds must appropriately support the purpose of the Perkins Act, which is to "...develop more fully the academic and career and technical skills of secondary education students and postsecondary education students who elect to enroll in career and technical education programs..." [§2]. The Local Plan/Application for each eligible recipient must address all of the required assurances and goals included in this application. **All goals must be addressed through Carl Perkins or other funding sources.** Eligible recipients will complete, as part of the application, the online Grants Management Enterprise (GME) financial data forms.

APPLICATION SUBMISSION REQUIREMENTS

APPLICATION DUE DATE: June 15, 2013. Grant applications received after this date will **NOT** be processed until the district administrator is contacted. **The grant must be submitted in its entirety by this date.** We encourage early submission of your application in order to resolve issues and facilitate prompt funding. An amendment may be required based on performance measures and/or program approval information.

Beginning in FY2014, all CTE Federal Perkins Grants will be 15-month projects with project start date July 1 and end date on September 30.

9. The **Arizona Career and Technical Education Assurances** page addresses the Program, Fiscal, and Accountability Assurances. **Read** assurances before agreeing to them.

VIEW APPLICATION

SUPPLEMENTAL DATA

- FFATA - Reporting Requirements
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- CTE SECONDARY FEDERAL PERKINS GRANT INFORMATION
- ARIZONA CAREER AND TECHNICAL EDUCATION ASSURANCES
- MONITORING- PROGRAM ASSURANCE 1
- PROGRAM ASSURANCE 3 - EQUAL ACCESS/SPED
- PROGRAM ASSURANCE 3-EQUAL ACCESS/BY SEX-FEMALE
- Sample District
- PROGRAM ASSURANCE 3-EQUAL ACCESS/BY SEX-MALE
- PROGRAM ASSURANCE 4 - LEVEL OF STUDENT SUCCESS
- PROGRAM ASSURANCE

ARIZONA CAREER AND TECHNICAL EDUCATION ASSURANCES

VISION

Ensure a dynamic workforce by fully developing every student's career and academic potential.

MISSION

Prepare Arizona students for workforce success and continuous learning.

PROGRAM, FISCAL AND ACCOUNTABILITY ASSURANCES

District provides assurance to the Arizona Department of Education that it has read, understands, and affirms that the district accepts and commits to abide by the Federal Perkins Grant Program, Fiscal and Accountability Assurances. Click on **DISTRICT AGREES** to signify that you have read this affidavit and will abide by the assurances.

PROGRAM ASSURANCES

1) Eligible recipients will annually evaluate their Career and Technical Education Programs (using the state established

10. Scroll down to each drop down box for **Program, Fiscal and Accountability Assurances**. Select **District Agrees** for each.

VIEW APPLICATION

SUPPLEMENTAL DATA

FFATA - Reporting Requirements

FFATA

CAREER/TECHNICAL EDUCATION BASIC GRANT INFORMATION

ARIZONA CAREER AND TECHNICAL EDUCATION ASSURANCES

PERKINS REQUIREMENTS

SUBSTANTIAL APPROVAL

LOCAL CTE PLAN PART A: COH SEQ CAREER EXPLORATION

LOCAL CTE PLAN PART B: COH SEQ CAREER PREPARATION

OBJECTIVE 1: PERFORMANCE MEASURE 1S1

3) Individuals who are members of special populations will be provided equal access to the full range of CTE activities and programs available to individuals who are not members of special populations, and will not be discriminated against on the basis of their status as members of special populations [§122(c)(9)].

4) Individuals who are members of special populations and are identified as needing appropriate supplemental support services, strategies, and activities will receive services to enable those individuals to meet or exceed state adjusted levels of performance and to prepare them for further learning and high skill, high wage or high demand careers [§122(c)(9)].

5) Eligible recipients shall, to the extent practicable and upon written request from nonprofit private schools offering career and technical secondary education programs located in the geographical area served by the eligible recipient, permit the participation in such programs of CTE secondary school teachers, administrators and other personnel in in-service and preservice CTE professional development programs; may provide for the

District Agrees

11. When you are finished filling out or correcting a page, click the **Save Page** button at the bottom of each page. The **Reset Page** button would be used if you want to clear the entire page and start over. **If you do not hit Save Page, all the information you input will be lost.**

ACCOUNTABILITY ASSURANCES

3

The ADE has determined that in Arizona, this Local Improvement Plan will consist of program improvement objectives developed by the LEA and approved by ADE staff. These negotiated Objectives will be included in the Basic Grant Application for the appropriate year of implementation, as well as in the district's Local Improvement Plan.

The LEA will submit periodic progress reports as part of the Basic Grant reporting requirements. ADE will conduct site visits to review the progress being made toward reaching the State/Local Adjusted Levels of Performance identified.

The LEA will make a good faith effort to effect remediation of the identified deficiencies (improvement objectives) and submit accurate data reports on a timely basis or risk interruption or possible loss of all CTE funding (State and Federal).

Save Page Reset Page

12. If you try to save a page and have not completed a required field, you will receive a warning message.

ACCOUNTABILITY ASSURANCES

Click on **DISTRICT AGREES** to signify that it has read the following information and will abide by the requirements.

SEC 123(b)(2) of the Carl D. Perkins Career and Technical Education Act of 2006 requires a Local Improvement Plan to be meeting at least 90% of an adjusted Level of Performance for any of the core indicators of performance


The ADE has determined that in Arizona, this Local Improvement Plan will consist of program improvement objectives developed by the LEA and approved by ADE staff. These negotiated Objectives will be included in the Basic Grant Application for the appropriate year of implementation, as well as in the district's Local Improvement Plan.

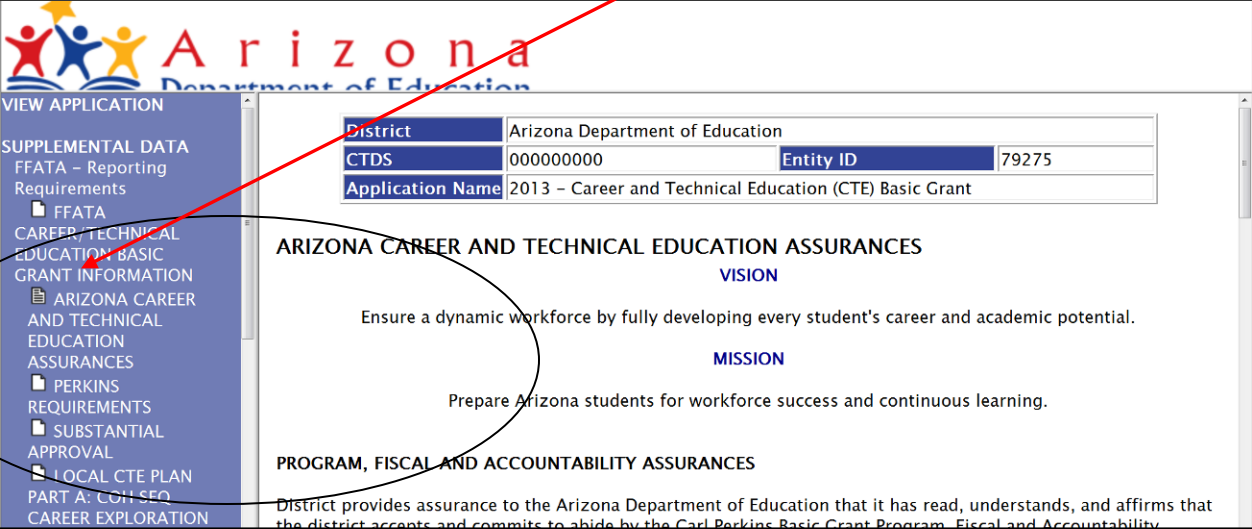
The LEA will submit periodic progress reports as part of the Basic Grant reporting requirements. ADE will conduct site visits to review the progress being made toward reaching the State/Local Adjusted Levels of Performance identified.

Message from webpage

Question #3 is required

OK

12. Once a page is saved, the icon on the left is filled in  instead of blank.



Arizona Department of Education

VIEW APPLICATION

SUPPLEMENTAL DATA

- FFATA – Reporting Requirements
- FFATA
- CAREER/TECHNICAL EDUCATION BASIC GRANT INFORMATION
- ARIZONA CAREER AND TECHNICAL EDUCATION ASSURANCES**
- PERKINS REQUIREMENTS
- SUBSTANTIAL APPROVAL
- LOCAL CTE PLAN
- PART A: CCH SEQ
- CAREER EXPLORATION

District Arizona Department of Education

CTDS 000000000 **Entity ID** 79275

Application Name 2013 – Career and Technical Education (CTE) Basic Grant

ARIZONA CAREER AND TECHNICAL EDUCATION ASSURANCES

VISION

Ensure a dynamic workforce by fully developing every student's career and academic potential.

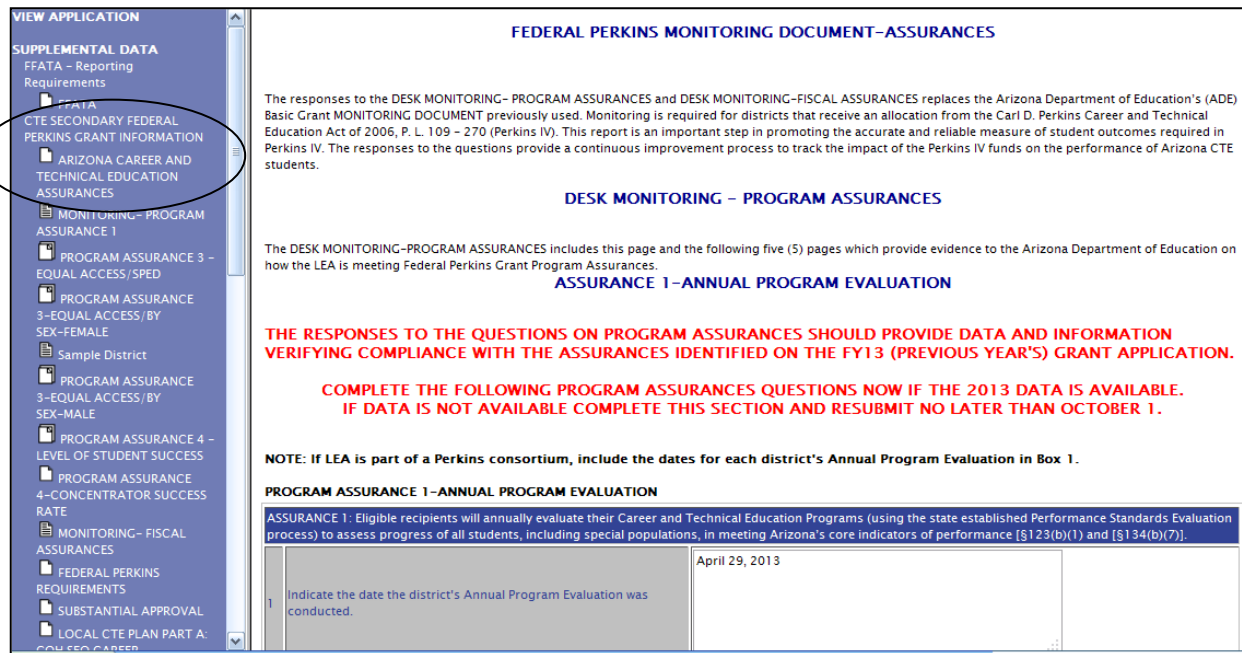
MISSION

Prepare Arizona students for workforce success and continuous learning.

PROGRAM, FISCAL AND ACCOUNTABILITY ASSURANCES

District provides assurance to the Arizona Department of Education that it has read, understands, and affirms that the district accepts and commits to abide by the Carl Perkins Basic Grant Program – Fiscal and Accountability.

13. New for FY2014: The Items from the Desk Monitoring document that are required each year have been incorporated into the grant. Select **Monitoring-Program Assurance 1** and complete the information on the annual program evaluation. If LEA is a part of a Perkins Consortium, include the dates for each district. **This section/page must be completed with the first submission on 6/15/13.**



VIEW APPLICATION

SUPPLEMENTAL DATA

- FFATA – Reporting Requirements
- FFATA
- CTE SECONDARY FEDERAL PERKINS GRANT INFORMATION
- ARIZONA CAREER AND TECHNICAL EDUCATION ASSURANCES
- MONITORING- PROGRAM ASSURANCE 1**
- PROGRAM ASSURANCE 3 – EQUAL ACCESS/SPED
- PROGRAM ASSURANCE 3-EQUAL ACCESS/BY SEX-FEMALE
- Sample District
- PROGRAM ASSURANCE 3-EQUAL ACCESS/BY SEX-MALE
- PROGRAM ASSURANCE 4 – LEVEL OF STUDENT SUCCESS
- PROGRAM ASSURANCE 4-CONCENTRATOR SUCCESS RATE
- MONITORING- FISCAL ASSURANCES
- FEDERAL PERKINS REQUIREMENTS
- SUBSTANTIAL APPROVAL
- LOCAL CTE PLAN PART A: CCH SEQ

FEDERAL PERKINS MONITORING DOCUMENT-ASSURANCES

The responses to the DESK MONITORING- PROGRAM ASSURANCES and DESK MONITORING-FISCAL ASSURANCES replaces the Arizona Department of Education's (ADE) Basic Grant MONITORING DOCUMENT previously used. Monitoring is required for districts that receive an allocation from the Carl D. Perkins Career and Technical Education Act of 2006, P. L. 109 – 270 (Perkins IV). This report is an important step in promoting the accurate and reliable measure of student outcomes required in Perkins IV. The responses to the questions provide a continuous improvement process to track the impact of the Perkins IV funds on the performance of Arizona CTE students.

DESK MONITORING – PROGRAM ASSURANCES

The DESK MONITORING-PROGRAM ASSURANCES includes this page and the following five (5) pages which provide evidence to the Arizona Department of Education on how the LEA is meeting Federal Perkins Grant Program Assurances.

ASSURANCE 1-ANNUAL PROGRAM EVALUATION

THE RESPONSES TO THE QUESTIONS ON PROGRAM ASSURANCES SHOULD PROVIDE DATA AND INFORMATION VERIFYING COMPLIANCE WITH THE ASSURANCES IDENTIFIED ON THE FY13 (PREVIOUS YEAR'S) GRANT APPLICATION.

COMPLETE THE FOLLOWING PROGRAM ASSURANCES QUESTIONS NOW IF THE 2013 DATA IS AVAILABLE. IF DATA IS NOT AVAILABLE COMPLETE THIS SECTION AND RESUBMIT NO LATER THAN OCTOBER 1.

NOTE: If LEA is part of a Perkins consortium, include the dates for each district's Annual Program Evaluation in Box 1.

PROGRAM ASSURANCE 1-ANNUAL PROGRAM EVALUATION

ASSURANCE 1: Eligible recipients will annually evaluate their Career and Technical Education Programs (using the state established Performance Standards Evaluation process) to assess progress of all students, including special populations, in meeting Arizona's core indicators of performance [§123(b)(1) and §134(b)(7)].

1 Indicate the date the district's Annual Program Evaluation was conducted.

April 29, 2013

14. **New for FY2014:** Select **Program Assurance 3-Equal Access/SPED**. If data is not available, this page can be skipped and resubmitted by October 1. Insert your district name where it says “Page Title”. If the LEA is in a Perkins consortium, each district will have a separate page.

VIEW APPLICATION

SUPPLEMENTAL DATA

- FFATA - Reporting Requirements
- CTE SECONDARY FEDERAL PERKINS GRANT INFORMATION
 - ARIZONA CAREER AND TECHNICAL EDUCATION ASSURANCES
 - MONITORING- PROGRAM ASSURANCE 1**
 - PROGRAM ASSURANCE 3 - EQUAL ACCESS/SPED**
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 - PROGRAM ASSURANCE 4 - LEVEL OF STUDENT SUCCESS
 - PROGRAM ASSURANCE 4-CONCENTRATOR SUCCESS RATE
 - MONITORING- FISCAL ASSURANCES
 - FEDERAL PERKINS

District Arizona Department of Education

CTDS 000000000 **Entity ID** 79275

Application Name 2014 - CTE Secondary Federal Perkins Grant

Page Title

PROGRAM ASSURANCE 3 - EQUAL ACCESS/SPED

PROGRAM ASSURANCE 3-EQUAL ACCESS/SPECIAL EDUCATION: Individuals who are members of special populations will be provided equal access to the full range of Career and Technical Education activities and programs available to individuals who are not members of special populations, and will not be discriminated against on the basis of their status as members of special populations; these programs and activities will be monitored by qualified state staff to ensure access and quality [§122(c) (9) (A) and (B)].

This portion of Assurance 3 determines the level of **access** for student populations by Special Education comparing the CTE special education enrollment to the district total 9-12 special education enrollment.

ACCESS CALCULATIONS--When calculating the percentages for Special Education (Disabled) DO NOT include other Special Population counts. Use only the disabled student count.

COMPLETE THE FOLLOWING PROGRAM ASSURANCE QUESTIONS NOW IF THE 2013 DATA IS AVAILABLE.

IF DATA IS NOT AVAILABLE COMPLETE THIS SECTION AND RESUBMIT NO LATER THAN OCTOBER 1.

***NOTE: THE CURRENT GRANT SYSTEM CANNOT CALCULATE THE PERCENTAGES.**

15. **New for FY2014:** Select **Program Assurance 3-Equal Access By Sex-Female**. If data is not available, this page can be skipped and resubmitted by October 1.

VIEW APPLICATION

SUPPLEMENTAL DATA

- FFATA - Reporting Requirements
- CTE SECONDARY FEDERAL PERKINS GRANT INFORMATION
 - ARIZONA CAREER AND TECHNICAL EDUCATION ASSURANCES
 - MONITORING- PROGRAM ASSURANCE 1
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 - PROGRAM ASSURANCE 3-EQUAL ACCESS/BY SEX-FEMALE**
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 - PROGRAM ASSURANCE 4 - LEVEL OF STUDENT SUCCESS
 - PROGRAM ASSURANCE 4-CONCENTRATOR SUCCESS RATE
 - MONITORING- FISCAL ASSURANCES
 - FEDERAL PERKINS

District Arizona Department of Education

CTDS 000000000 **Entity ID** 79275

Application Name 2014 - CTE Secondary Federal Perkins Grant

Page Title

PROGRAM ASSURANCE 3-EQUAL ACCESS/BY SEX-FEMALE

PROGRAM ASSURANCE 3-EQUAL ACCESS/BY SEX-FEMALE: Individuals who are members of special populations will be provided equal access to the full range of Career and Technical Education activities and programs available to individuals who are not members of special populations, and will not be discriminated against on the basis of their status as members of special populations; these programs and activities will be monitored by qualified state staff to ensure access and quality [§122(c) (9) (A) and (B)].

This portion of Assurance 3 determines the level of **access** for student populations by sex-female. **ACCESS CALCULATIONS--**The calculation compares the district 9-12 total female population enrolled compared to the CTE 9-12 total female participants enrolled.

COMPLETE THE FOLLOWING PROGRAM ASSURANCE QUESTIONS NOW IF THE 2013 DATA IS AVAILABLE.

IF DATA IS NOT AVAILABLE COMPLETE THIS SECTION AND RESUBMIT NO LATER THAN OCTOBER 1.

***NOTE: THE CURRENT GRANT SYSTEM CANNOT CALCULATE THE PERCENTAGES. THEREFORE, THE DISTRICT CAN EITHER CALCULATE THE PERCENTAGES OR WAIT UNTIL THE NEW SYSTEM CALCULATES THE PERCENTAGES FOR THEM.**

Insert the district name in the Page Title box at the top. If the LEA is part of a Perkins consortium, this page must be completed for each district. Insert each district name in the Page Title box and provide the district's data below.

****For District enrollment, use the most current unduplicated enrollment figures.**

*****For CTE enrollment, use the most current Year-End Participant Enrollment.**

PROGRAM ASSURANCE 3-EQUAL ACCESS/BY SEX-FEMALE

Delete selections	District 9-12 Female Enrolled**	District 9-12 Total Population Enrolled**	District Percentage Enrolled by Sex (Sex/Total)*	CTE 9-12 Female Enrolled***	CTE 9-12 Total Participants Enrolled***	CTE Percentage Enrolled by Sex (Sex/Total)*
<input type="checkbox"/>						

Save Page

16. New for FY2014: Select Program Assurance 3-Equal Access By Sex-Male. If data is not available, this page can be skipped and resubmitted by October 1.

VIEW APPLICATION

SUPPLEMENTAL DATA
FFATA - Reporting Requirements
FFATA
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ARIZONA CAREER AND TECHNICAL EDUCATION ASSURANCES
MONITORING- PROGRAM ASSURANCE 1
PROGRAM ASSURANCE 3 - EQUAL ACCESS/SPED
PROGRAM ASSURANCE 3-EQUAL ACCESS/BY SEX-FEMALE
PROGRAM ASSURANCE 3-EQUAL ACCESS/BY SEX-MALE
PROGRAM ASSURANCE 4 - LEVEL OF STUDENT SUCCESS
PROGRAM ASSURANCE 4- CONCENTRATOR SUCCESS RATE
MONITORING- FISCAL ASSURANCES
FEDERAL PERKINS REQUIREMENTS
SUBSTANTIAL APPROVAL
LOCAL CTE PLAN
PART A. COH SEQ.

District: Arizona Department of Education
CTDS: 000000000 Entity ID: 79275
Application Name: 2014 - CTE Secondary Federal Perkins Grant

Page Title: _____

PROGRAM ASSURANCE 3-EQUAL ACCESS/BY SEX-MALE

PROGRAM ASSURANCE 3-EQUAL ACCESS/BY SEX-MALE: Individuals who are members of special populations will be provided equal access to the full range of Career and Technical Education activities and programs available to individuals who are not members of special populations, and will not be discriminated against on the basis of their status as members of special populations; these programs and activities will be monitored by qualified state staff to ensure access and quality [§122(c) (9) (A) and (B)].

This portion of Assurance 3 determines the level of access for student populations by sex-male. ACCESS CALCULATIONS—The calculation compares the district 9-12 total male population enrolled compared to the CTE 9-12 total male participants enrolled.

COMPLETE THE FOLLOWING PROGRAM ASSURANCE QUESTIONS NOW IF THE 2013 DATA IS AVAILABLE.

IF DATA IS NOT AVAILABLE COMPLETE THIS SECTION AND RESUBMIT NO LATER THAN OCTOBER 1.

***NOTE: THE CURRENT GRANT SYSTEM CANNOT CALCULATE THE PERCENTAGES. THEREFORE, THE DISTRICT CAN EITHER CALCULATE THE PERCENTAGES OR WAIT UNTIL THE NEW SYSTEM CALCULATES THE PERCENTAGES FOR THEM.**

Insert the district name in the Page Title box at the top. If the LEA is part of a Perkins consortium, this page must be completed for each district. Insert each district name in the Page Title box and provide the district's data below.

****For District enrollment, use the most current unduplicated enrollment figures.**
*****For CTE enrollment, use the most current Year-End Participant Enrollment.**

PROGRAM ASSURANCE 3-EQUAL ACCESS/BY SEX-MALE

Delete selections	District 9-12 Male Enrolled**	District 9-12 Total Population Enrolled**	District Percentage Enrolled by Sex (Sex/Total)*	CTE 9-12 Male Enrolled***	CTE 9-12 Total Participants Enrolled***	CTE Percentage Enrolled by Sex (Sex/Total)*
<input type="checkbox"/>						

Save Page

17. New for FY2014: Select Program Assurance 4-Level of Student Success. If data is not available, this page can be skipped and resubmitted by October 1.

VIEW APPLICATION

SUPPLEMENTAL DATA
FFATA - Reporting Requirements
FFATA
CTE SECONDARY FEDERAL PERKINS GRANT INFORMATION
ARIZONA CAREER AND TECHNICAL EDUCATION ASSURANCES
MONITORING- PROGRAM ASSURANCE 1
PROGRAM ASSURANCE 3 - EQUAL ACCESS/SPED
PROGRAM ASSURANCE 3-EQUAL ACCESS/BY SEX-FEMALE
PROGRAM ASSURANCE 3-EQUAL ACCESS/BY SEX-MALE
PROGRAM ASSURANCE 4 - LEVEL OF STUDENT SUCCESS
PROGRAM ASSURANCE 4- CONCENTRATOR SUCCESS RATE
MONITORING- FISCAL ASSURANCES
FEDERAL PERKINS REQUIREMENTS
SUBSTANTIAL APPROVAL
LOCAL CTE PLAN
PART A. COH SEQ.
CAREER EXPLORATION

District: Arizona Department of Education
CTDS: 000000000 Entity ID: 79275
Application Name: 2014 - CTE Secondary Federal Perkins Grant

Page Title: _____

PROGRAM ASSURANCE 4 - LEVEL OF STUDENT SUCCESS

PROGRAM ASSURANCE 4 - LEVEL OF STUDENT SUCCESS: Individuals who are members of special populations and are identified as needing appropriate supplemental support services, strategies, and activities will receive services to enable those individuals to meet or exceed state adjusted levels of performance and to prepare them for further learning and high skill, high wage or high demand careers [§122(c)(9)].

This assurance determines the level of success for students groups. Calculate non special populations and special populations concentration percentages. For **Special Population** counts include all categories (Disabled, LEP, Economically Disadvantaged, Single Parent).

COMPLETE THE FOLLOWING PROGRAM ASSURANCE QUESTIONS NOW IF THE 2013 DATA IS AVAILABLE.

IF DATA IS NOT AVAILABLE COMPLETE THIS SECTION AND RESUBMIT NO LATER THAN OCTOBER 1.

***NOTE: THE CURRENT GRANT SYSTEM CANNOT CALCULATE THE PERCENTAGES. THEREFORE, THE DISTRICT CAN EITHER CALCULATE THE PERCENTAGES OR WAIT UNTIL THE NEW SYSTEM CALCULATES THE PERCENTAGES FOR THEM.**

Insert the district name in the Page Title box at the top. If the LEA is part of a Perkins consortium, this page must be completed for each district. Insert each district name in the Page Title box and provide the district's data below.

****For CTE Participants, use the most current Year-End Participant Enrollment. Nonspecial Pops Participants + Special Pops Participants = Total Participants.**

PROGRAM ASSURANCE 4-LEVEL OF STUDENT SUCCESS

Delete selections	Non Special Population Concentrators	Non Special Pops Participants**	Non Special Pops Concentrators Percentage*	Special Populations Concentrators	Special Pops Participants**	Special Pops Concentrator Percentage*
<input type="checkbox"/>						

Save Page

18. New for FY2014: Select **Program Assurance 4-Concentrator Success Rate**. If data is not available, this page can be skipped and resubmitted by October 1.

The screenshot shows a web browser window with the URL <https://www.ade.az.gov/GME/Application/Capture/ApplicationCM.asp>. The page header includes the Arizona Department of Education logo and navigation links. The left sidebar lists various application sections, with 'PROGRAM ASSURANCE 4 - LEVEL OF STUDENT SUCCESS DETERMINATION' selected. The main content area displays the 'PROGRAM ASSURANCE 4-CONCENTRATOR SUCCESS RATE' section. It includes a table with application details: District (Arizona Department of Education), CTDS (000000000), Entity ID (79275), and Application Name (2014 - CTE Secondary Federal Perkins Grant). Below this, the section title 'PROGRAM ASSURANCE 4-CONCENTRATOR SUCCESS RATE' is followed by a definition: 'PROGRAM ASSURANCE 4-CONCENTRATOR SUCCESS RATE: Individuals who are members of special populations and are identified as needing appropriate supplemental support services, strategies, and activities will receive services to enable those individuals to meet or exceed state adjusted levels of performance and to prepare them for further learning and high skill, high wage or high demand careers [§122(c)(9)].'. A note states: 'If the answer to the question below is "NO", develop an objective to improve the concentrator success rate for a deficient performance measure.' The 'LEVEL OF STUDENT SUCCESS DETERMINATION' section contains a question: 'Based on the Calculated Concentrator percentages on the preceding page, are special population CTE students concentrating at the same rate -- that is within +/- 5 percentage points-- as non-special populations CTE students?'. There are 'Yes' and 'No' radio buttons for the answer. At the bottom of the section are 'Save Page' and 'Reset Page' buttons.

19. New for FY2014: Select **Monitoring-Fiscal Assurances**. This section includes all of the fiscal questions previously found on the monitoring document. **This section must be completed with the first submission on 6/15/13.**

The screenshot shows the same web browser window as the previous one, but with the 'MONITORING- FISCAL ASSURANCES' section selected in the sidebar. The main content area displays the 'MONITORING- FISCAL ASSURANCES' section, which includes a sub-section titled 'DESK MONITORING-FISCAL ASSURANCES'. A note states: 'By responding to these questions, the district provides evidence to the Arizona Department of Education on how the LEA is meeting Federal Perkins Grant Fiscal Assurances.' Below this, a red banner reads: 'THE RESPONSES TO THE QUESTIONS BELOW SHOULD PROVIDE DATA AND INFORMATION VERIFYING COMPLIANCE WITH THE ASSURANCES IDENTIFIED ON THE FY13 (PREVIOUS YEAR'S) GRANT APPLICATION.' The 'Fiscal Assurance 2-FINANCIAL AUDIT' section states: 'Eligible recipients will comply with all requirements of this title and State Plan, including the provision of financial audit of funds received under this title [§122(c)(11)].'. It contains three questions: 1. 'What is the date of the most recent annual district audit conducted by an independent CPA and the name of the firm?' with a text input field. 2. 'Describe all audit exceptions of the district's Federal Perkins Grant funds. If none, use N/A .' with a text input field. 3. 'Are you requesting an audit of your Federal Perkins grant at this time?' with 'Yes' and 'No' radio buttons. The 'Fiscal Assurance 3-FINANCIAL BENEFIT' section states: 'None of the funds expended under this title will be used to acquire equipment (including computer software) in any instance in which such acquisition results in a direct financial benefit to any organization representing the interests of the purchasing entity, the employees of the purchasing entity or any affiliate [§122(c)(12)].'.

20. Select **Federal Perkins Requirements** and then select **District Agrees**.

Arizona Department of Education

District	Arizona Department of Education	
CTDS	000000000	Entity ID 79275
Application Name	2014 - CTE Secondary Federal Perkins Grant	

FEDERAL PERKINS REQUIREMENTS

For the rest of the application and the duration of the project period itself, these are the Career and Technical Education (CTE) Federal Perkins Grant Requirements to be regularly reviewed, addressed, and met throughout the project period. Read these requirements in preparation for addressing them in this application. When done, click on **DISTRICT AGREES** from the dropdown box below to signify that you have read the eleven requirements below and agree to address these throughout the year as a means of ensuring compliance with the intent of the Perkins Act. This page will print out with your application. Keep these Requirements for your records and use as a reference when needed.

PERKINS REQUIREMENTS

LOCAL PLAN FOR CTE - Provide a Coherent Sequence Of Instruction in Career and Technical Education programs [§135(b)(1)]. List all of your CTE programs and the related courses offered in the Coherent Sequence Of Instruction to deliver all state designated standards [§122(c)(1)(A)]. Provide teachers and students with strong experience in and understanding of all aspects of an industry, including internships and technology training [§134(b)(3)(C)] [§135(b)(5)(B)(C)(D)].

PERFORMANCE LEVELS - Carry out CTE programs to meet state/local adjusted levels of performance [§134(b)(2)]. Accept the SALT or negotiate a LALP for each measure [§113(b)(4)(A)(ii)]. Develop and implement evaluations of CTE programs, including assessment of how the needs of special populations are being met [§135(b)(6)]. Independently evaluate and continuously improve performance [§123(b)(1)] [§134(b)(7)].

SKILL ATTAINMENT - Improve academic and technical skills of CTE students through integration of academics with CTE programs [§134(b)(3)(B)]. Teach CTE students the same rigorous and challenging academic standards, per ESEA of 1965, as all other students, and encourage CTE students to enroll in rigorous courses [§134(b)(3)(D)(E)] [§135(b)(1)].

PROGRAM IMPROVEMENT - Based upon the State Program of Study models, eligible recipient must begin planning to participate in at least one Program of Study as described in Section 122(c)(1)(A), [§134(b)(3)(A) and §135(b)(1)]. Develop, improve, expand technology in CTE programs [§135(b)(4)(7)].

INVOLVE STAKEHOLDERS - Strengthen collaboration with stakeholders, especially those from business and industry, as well as inform and involve parents, students, academic and CTE teachers, faculty, administrators, career guidance, and academic counselors, representatives of Tech Prep consortia, administrators, representatives of business and industry, labor organizations, representatives of special populations and other interested individuals in the development, implementation, and evaluation of CTE programs, including programs of study [§134(b)(5)] [§135(c)(1)].

21. The Substantial Approval (SA) page requires a response from the LEA to indicate whether Substantial Approval is being requested or not. Read the explanation for a yes or no response. Select **"Yes"** or **"No"** and then select **Save Page**.

Arizona Department of Education

District	Arizona Department of Education	
CTDS	000000000	Entity ID 79275
Application Name	2014 - CTE Secondary Federal Perkins Grant	

SUBSTANTIAL APPROVAL

Substantial Approval (SA)

A response is required.

By selecting **"Yes"** the LEA:

- (1) Makes formal request for receipt of the funds allocated by the ADE.
- (2) Agrees to comply with all program, fiscal, and accountability assurances.
- (3) Acknowledges obligation of funds may only occur after the ADE-designated SA date.
- (4) Affirms no expenditures may be charged or reimbursed to the grant before the SA date.
- (5) Understands SA is not an automatic approval of any line item in the application.
- (6) **Will not obligate more than 16.5% of the total allocation prior to October 1.**

Selecting **"No"** limits the LEA to spending on or after the date of approval.

SA ELECTION

1	Are you requesting SA?	<input type="radio"/> Yes <input type="radio"/> No
---	------------------------	---

[Save Page](#) [Reset Page](#)

22. For **Local CTE Plan Part A**, select the appropriate block(s) that best describes the Career Exploration component as part of the local plan for CTE.

District: Arizona Department of Education
CTDS: 000000000 Entity ID: 79275
Application Name: 2014 - CTE Secondary Federal Perkins Grant

LOCAL CTE PLAN PART A: COH SEQ CAREER EXPLORATION
CAREER EXPLORATION COMPONENT OF YOUR COHERENT SEQUENCE OF INSTRUCTION

Provide a Coherent Sequence of Instruction in Career and Technical Education programs (§135(b)(1)).
Check the appropriate block(s) that best describes the Career Exploration component as it relates to the district's local plan for CTE.

CAREER EXPLORATION STANDARDS				
1 Career Exploration Standards: check all that apply	Taught at district's jr. high	Taught in district's 9th grade	Taught in feeder schools	Taught by union high school
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save Page Reset Page

23. For **Local CTE Plan Part B**, check the box to indicate the coherent sequence has been edited and updated and ADE CTE has been informed.

name

LOCAL CTE PLAN PART B: COH SEQ CAREER PREPARATION
(It is required that all applicants for Federal Perkins Grant funds provide a coherent sequence of instruction for Career and Technical Education programs (§135(b)(1)).)

Secondary Districts

Update the coherent sequence data before submitting the application. The Career and Technical Education Handbook (on-line at: www.azed.gov/career-technical-education/cte-administrators-online-handbook) is the source for all Program Titles, Course Titles, and Classification of Instructional Program (CIP) Codes to be used in this application. The Handbook is on-line. Paste the following URL in the header bar on your computer then select sections of the document to complete the coherent sequences: www.azed.gov/career-technical-education/cte-administrators-online-handbook. Refer to the document or contact the appropriate CTE program specialist for additional information regarding the coherent sequence of instruction.

Instructions for reporting the district's coherent sequence of instruction:

The FY2013 course enrollment data has been loaded into the FY2014 coherent sequence table for your use in updating the district's CTE coherent sequence of instruction as required under your 2014 Federal Perkins Grant. To submit your coherent sequence information you must log in to CTE's Performance Measures database and complete information in that venue. Go to the CTE website <http://www.azed.gov/PerfMeasures/splash.asp> and LOGIN. Click on Coherent Sequence- Coherent Sequence. Follow the instructions listed there.

After completing the section below, save page before proceeding.

Secondary district development of application requires district coherent sequence be updated

Check the box when the FY2014 coherent sequence has been updated and ADE CTE has been informed. Application will not be processed if coherent sequence has not been updated.

Coherent sequence of instruction has been updated

Save Page Reset Page

NOTE: Do not check this box unless you have updated the district's CTE 2014 coherent sequence of instruction by logging into CTE's Performance Measures database at <http://www.azed.gov/PerfMeasures/splash.asp>.

24. Now you are ready to work on the objectives addressing Performance Measures, Program of Study, CTSOs and Workplace Employability Skills. You must develop at least one objective for each of the 8 performance measures, 1 for program of study, 1 for CTSO and 1 for WES. Each objective must cite specific activities that result in continuous program improvement. Select the Objective from the list on the left of the screen.

For each objective answer questions, 1-8 and **save the page**. See example provided with the training materials.

Note: All boxes must be completed except for 9 and 10 or the system will not allow you to save the page. Questions 9 and 10 will be used for the midyear and final narrative and can be left blank at this time.

25. Once you save the page, the system will reload a new blank template for you to create another objective for the same goal. If you do not need the blank template, click on another goal to begin another page.

MEASURE 1S1

- OBJECTIVE 2: PERFORMANCE MEASURE 1S2
- 1S2, Objective One, 35%
- OBJECTIVE 3: PERFORMANCE MEASURE 2S1
- OBJECTIVE 4:

OBJECTIVE 2: PERFORMANCE MEASURE 1S2

PERFORMANCE MEASURE 1S2; ACADEMIC MATH ATTAINMENT – 87.00% – Improve academic and technical skills of CTE students through integration of academics with CTE programs [§134(b)(3)(B)]. Students must attain state-established challenging academic content standards. AIMS scores will measure academic math attainment. CTE teachers are expected to deliver identified academic standards to ensure academic skill attainment on the statewide high school mathematics assessment administered by the state under Sec. 1111(b)(3) of the Elementary and Secondary Education Act (ESEA) as amended by the No Child Left Behind Act based on the scores that were included in the state's computation of adequate yearly progress (AYP).

This  shows the Goal has been completed.

26. When you have created an objective for each of the objectives, scroll down to the financial data. Select **Contact Information** and fill in the blanks. The system project end date defaults to 9/30/2014. **New for FY2014: All Federal Perkins projects will be 15 months.**

MEASURE 2S1

- OBJECTIVE 4: PERFORMANCE MEASURE 3S1
- OBJECTIVE 5: PERFORMANCE MEASURE 4S1
- OBJECTIVE 6: PERFORMANCE MEASURE 5S1
- OBJECTIVE 7: PERFORMANCE MEASURE 6S1
- OBJECTIVE 8: PERFORMANCE MEASURE 6S2
- OBJECTIVE 9: PROGRAM OF STUDY (POS)
- OBJECTIVE 10: CTSO
- OBJECTIVE 11: WORKPLACE EMPLOYABILITY SKILLS
- FINANCIAL DATA**
- Contact Information

District: Arizona Department of Education

CTDS: 000000000 Entity ID: 79275

Application Name: 2014 – CTE Secondary Federal Perkins Grant

More than one email address can be placed in the email address box, separated by a space or semicolon only.

LEA CONTACT INFORMATION		
Designation	Ms	
Project Director / Contact	Very Busy	
Phone Number	(555) 555-5555	Ext
Fax Number	(555) 555-5555	
E-mail Address	verybusy@azed.gov	

PROJECT INFORMATION		
Grant Name	Start Date	End Date
CTE Basic Grant/Federal	07/01/2013	09/30/2014

Save

27. For the financial budget, select **Line Items** first. Input the dollar amount for each function code/object code. The dollar amount entered must equal the district Federal Perkins grant allocation to the exact amount. If you are unsure of the codes to use, refer to expenditure guidelines or discuss with your grants program specialist. **Note: Every budget line item expenditure must be supported by one or more objectives.**

BUDGET LINE ITEMS		
Function Code	Object Code	CTE Basic Grant/Federal
Instruction 1000		
Salaries	6100	11,240.00
Employee Benefits	6200	1,912.00
Purchased Professional Services	6300	0.00
Purchased Property Services	6400	0.00
Other Purchased Services	6500	0.00
Supplies	6600	0.00
Other Expenses	6800	0.00
Subtotal for Instruction 1000		13,152.00
Support Services 2100, 2200, 2600, 2700		
Salaries	6100	19,902.00

28. Select **Line Items Description**. For each line item with a dollar amount, include a **detailed description** of the expenditure. **Put POS in front of the applicable expenditure supporting the POS objective.** See other fiscal resources for additional guidance. The page cannot be saved unless a description appears in each box.

LINE ITEMS DESCRIPTION			
Function Code	Object Code	Amount	Description
Instruction 1000			
Salaries	6100	11,240.00	ECE/Somewhere HS teacher aide 0.5 FTE \$5620, Welding Anywhere HS teacher aide 0.5 FTE \$5620
Employee Benefits	6200	1,912.00	Teacher aide benefits at SHS and AHS @ \$956.00 each X 2.
Supplies	6600	6,000.00	Adobe CS6 software for SHS for Digital Photography program \$300/seat x 20 seats = \$6000
Support Services 2100, 2200, 2600, 2700			
Salaries	6100	19,500.00	Substitute pay while teachers at PD (18 X \$75 = \$1350) SHS Autos Saturday Math in CTE stipends 2 teachers X \$25 X 25 hours = \$1250, SHS Collaboration time 2 autos teachers Math in CTE (45 hours X \$25 X 2 = \$2250), Extended CTE
Employee Benefits	6200	3,402.50	Employee Benefits: SHS \$1698.50 and AHS \$1709.50

PERFORMANCE MEASURE 551 OBJECTIVE 5: PERFORMANCE MEASURE 451 PERFORMANCE MEASURE 551 OBJECTIVE 7: PERFORMANCE MEASURE 651 OBJECTIVE 8: PERFORMANCE MEASURE 652 OBJECTIVE 9: PROGRAM OF STUDY (POS) OBJECTIVE 10: CTSO OBJECTIVE 11: WORKPLACE EMPLOYABILITY SKILLS FINANCIAL DATA Contact Information Line Items Line Items Description Capital Outlay Payment Schedule	Application Name 2014 – CTE Secondary Federal Perkins Grant	Amount allocated in Budget for Capital Outlay 24,166.66
--	---	---

CAPITAL OUTLAY				
Quantity	Cost Per Unit	Description	Purpose	Total
1	8,500.00	Auto Engine Analyzer	Autos program at Somewhere HS	8,500.00
18	870.37	HP ENVY 23" Touch Smart All in One	Upgrade computers for Marketing at Anywhere HS	15,666.66
				0.00
				0.00

31. **New for FY2014.** Select **Payment Schedule**. Place all of budget total amount into RSP. Once the application is approved, you can submit a payment request to receive funds.

PERFORMANCE MEASURE 251
OBJECTIVE 4:
PERFORMANCE MEASURE 351
OBJECTIVE 5:
PERFORMANCE MEASURE 451
OBJECTIVE 6:
PERFORMANCE MEASURE 551
OBJECTIVE 7:
PERFORMANCE MEASURE 651
OBJECTIVE 8:
PERFORMANCE MEASURE 652
OBJECTIVE 9: PROGRAM OF STUDY (POS)
OBJECTIVE 10: CTSO
OBJECTIVE 11: WORKPLACE EMPLOYABILITY SKILLS

FINANCIAL DATA
Contact Information
Line Items
Line Items Description
Capital Outlay
Payment Schedule

SUMMARY & SUBMIT
EXIT APPLICATION

Name

Grant Name	Amount Budgeted
CTE Basic Grant/Federal	100,384.87

Place all of budget total amount into RSP Section. Upon the approval of this application, you can submit a payment request form to receive funds.

PAYMENT SCHEDULE	
Month	CTE Basic Grant/Federal
July	
August	
September	
October	
November	
December	
January	
February	
March	
April	
May	
June	
RSP	100,384.87
Total	100,384.87

32. When the errors are corrected, select **Summary & Submit** again. The entire project is ready to review. If you need to make any changes, click on the corresponding link on the left to modify a page. Save changes and select **Summary & Submit** again.

PERFORMANCE MEASURE 652
OBJECTIVE 9: PROGRAM OF STUDY

FINANCIAL DATA
Contact Information
Line Items
Line Items Description
Capital Outlay
Payment Schedule

SUMMARY & SUBMIT
EXIT APPLICATION

BUDGET LINE ITEMS		
Function Code	Object Code	Amount
Instruction 1000		
Salaries	6100	11,240.00
Employee Benefits	6200	1,912.00
Purchased Professional Services	6300	0.00
Purchased Property Services	6400	0.00
Other Purchased Services	6500	0.00
Supplies	6600	0.00
Other Expenses	6800	0.00
Subtotal for Instruction 1000		13,152.00
Support Services 2100, 2200, 2600, 2700		

33. **Scroll to the very bottom of the Summary & Submit page** and select **Submit Application**. This sends the application electronically to ADE. You will receive a receipt that says it was successfully submitted. **Please note: Users with capture status (limited permissions) only will not receive the Submit button.**

6. Item Description and Capital Outlay page must show expenditure as PM or POS and identify specific program/s and school/s for each expenditure.

7. Justification. Explain how expenditure item and/or the objective will improve the PM.

8. Check if Perkins Funds will be used to address this Objective identifying the USFR Expenditure Category. Check all that apply. If none will be used to meet this objective, choose "None of the above".

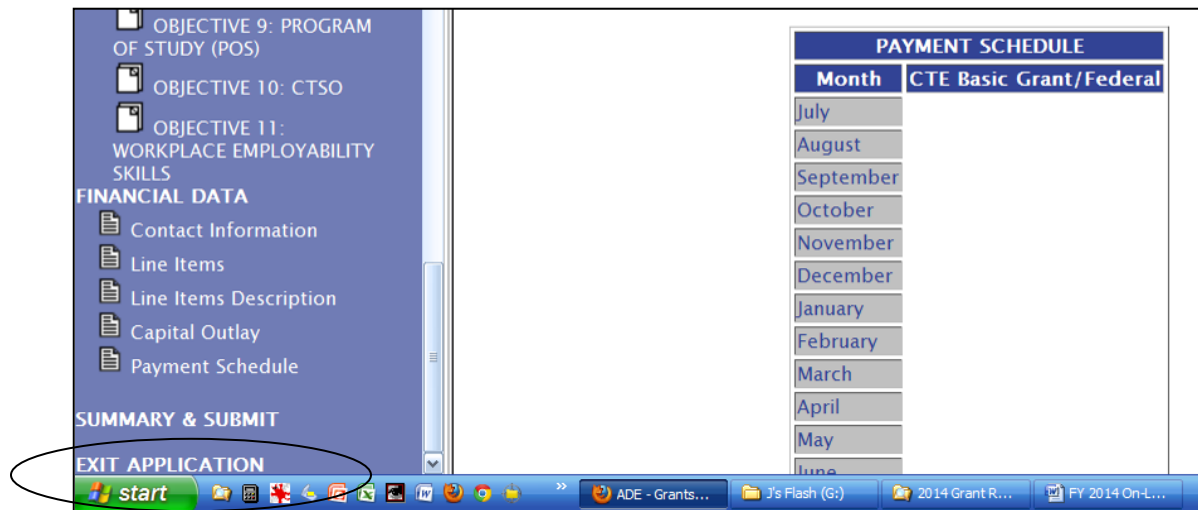
Support Services for registration, travel, substitute teachers, and team collaboration stipends.

By participating in the NRCCTE 2013 Math-In-CTE PD, the CTE department will record classroom observation records; complete and teach math-enhanced lesson plans (including other improvement efforts like on-going CTE/Academic collaboration during School Year 2012-2013); and meet/exceed 74.00% on Performance Measure 152 by June 30, 2013.

Support Services (2100, 2200, 2600, 2700)

Submit Application

34. If you wish to return to the process later without submitting, select the **Exit Application** link to get out of the application.

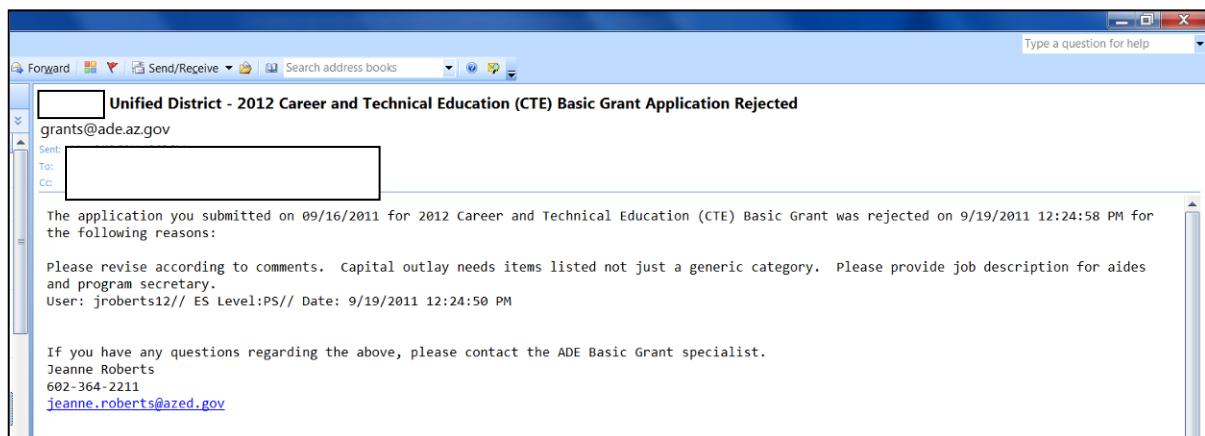


Final Tips:

- You are allowed no more than 60 minutes per page, therefore, **save data frequently**. If you time out, re-enter the process from the selection page.
- Save each page, before you select another page. If you forget to save a page, you will lose the information.
- Contact your Grants Program Specialist with any program or grant questions.
- Contact the Grants Management office with technical grant questions.

Part II: Editing the Federal Perkins Grant Application

1. When you submit the application, the ADE/CTE grants program specialist will review the application for accuracy, completeness and compliance. Generally, the application will need some revisions and the grants program specialist will **reject** the application. You will receive an email stating the grant was rejected by ADE.



2. To edit the changes, return to on-line applications using the instructions on pages 1-4 and select the **2014 CTE Secondary Federal Perkins Grant**. You will see this screen:

[Edit unapproved Application](#)
This option is available when the program office has disapproved the application. Follow all programmatic comments in the disapproval email and/or comments in the Supplemental Pages of the online application, or contact the program office for further clarification/instructions. Then resubmit the application.

[View unapproved Application](#)
This option is available when the program office has disapproved the application. If after viewing you wish to edit, choose to edit the unapproved application.

[Cancel unapproved Application](#)
This option is available if you have previously submitted an application that has been disapproved and you no longer wish to apply for this grant or are ineligible.

[Go Back](#)

You can either **View unapproved Application** or **Edit Unapproved Application**. Select **Edit Unapproved Application** to identify what changes need to be made and make the corrections.

NOTE: The comments in red will only appear when you are in the Edit Unapproved Application mode. They do not appear in the “view” mode.

3. Any item that has a **red X** by it will need to be changed or revised.

FINANCIAL DATA

- Contact Information
- Line Items
- ☒ Line Items
- Description
- Capital Outlay
- Payment Schedule
- Funding Sources
- Payment Allocation

employment,
(e) Participation in and completion of Career and Technical Education programs that lead to nontraditional fields [§113(b)(2)(A)].

3) Individuals who are members of special populations will be provided equal access to the full range of CTE activities and programs available to individuals who are not members of special populations, and will not be discriminated against on the basis of their status as members of special populations [§122(c)(9)].

4) Individuals who are members of special populations and are identified as needing appropriate supplemental support services, strategies, and activities will receive services to enable those individuals to meet or exceed

4. Select the item(s) with the red X and review. The comments made by the grants program specialist will appear in red at the top of the page.

FINANCIAL DATA

- Contact Information
- Line Items
- ☒ Line Items
- Line Items Description
- Capital Outlay
- Payment Schedule

Admin costs exceed the 5% cap (Support services admin + indirect costs). Reduce to not exceed 5% max.

BUDGET LINE ITEMS			
Function Code	Object Code	CTE Basic Grant/Federal	
Instruction 1000			
Salaries	6100		50,000.00
Employee Benefits	6200		15,000.00
Purchased Professional Services	6300		0.00
Purchased Property Services	6400		0.00
Other Purchased Services	6500		0.00
Supplies	6600		10,000.00
Other Expenses	6800		0.00
Subtotal for Instruction 1000			75,000.00
Support Services 2100, 2200, 2600, 2700			

NOTE: Read the comments from the GPS and do as instructed to expedite the process.

5. Follow the detailed instructions for changes and then save the page again. **Do not delete the comments.** Once all the changes have been made, submit the grant again. The grants management system will not allow you to submit the grant unless all changes are made.



6. When the Federal Perkins Grant is approved, you will receive an e-mail stating approval and assigning a project number. You can review your project at any time.

Go to <http://www.azed.gov/grants-management/> and select **Project Summary**. (You do not need a common logon to do this.) Then select the **2014 Career and Technical Education (CTE) Federal Perkins Grant**.



7. Select **Printer Friendly Version** at the top of the page. This will show you the current project and the status.

Instructions
• To go back, click 'Go Back'

[Go Back](#) [Printer Friendly Version](#)

Project Summary

District	Flagstaff Unified District	County's ICR	1.46 %	*ICR - Indirect Cost Rate
CTDS	030201000	Entity's ICR	4.61 %	PCA #
Grant Name	2012 - CTE Basic Grant/Federal	Index #	23585	CFDA No.
CFDA Title	Vocational Education-Basic Grants to States	Award Year	2011	Award No.
Award Agency	US Department of Education	Award Name	Carl D. Perkins	
Project Number	12FCTDBG-260586-08A	Project Start Date	07/01/2011	Project End Date
Amendment Approval Date	N/A	Amendment Number	0	Fiscal Year
Current Status	Cash Management Due			2012

BUDGET LINE ITEMS			FUNDING SOURCES	
Function Code	Object Code	Amount	Funding Type	Amount
Instruction 1000			Local Funds	
Salaries	6100	55,700.00	2010 Carryover	0.00
Employee Benefits	6200	16,700.00	2011 Carryover	0.00
Purchased Professional Services	6300	0.00	2010 Interest Carryover	0.00
Purchased Property Services	6400	0.00	2011 Interest Carryover	0.00
Other Purchased Services	6500	700.00	Miscellaneous Local	0.00
Supplies	6600	0.00	Other Local	0.00
Other Expenses	6800	0.00	Subtotal Local Funds	0.00
Subtotal for Instruction 1000		73,100.00	State Funds	
Support Services 2100, 2200, 2600, 2700			2010 Undisbursed Carryover	0.00
Salaries	6100	5,000.00	2011 Undisbursed Carryover	0.00
Employee Benefits	6200	500.00	2010 Unbudgeted Carryover	0.00
Purchased Professional Services	6300	2,000.00	2011 Unbudgeted Carryover	0.00
Purchased Property Services	6400	0.00	2010 Holdback	0.00
Other Purchased Services	6500	2,000.00	2011 Holdback	0.00
Supplies	6600	0.00	2012 Allocation	160,297.62
Other Expenses	6800	0.00	Subtotal State Funds	160,297.62
Subtotal for Support Services 2100, 2200, 2600, 2700		9,500.00	Total Funds	160,297.62

8. Scroll to bottom of page and select **View Project Detail**. This will show the entire grant project.

Other Purchased Services	6500	2,000.00	2011 Holdback	0.00
Supplies	6600	0.00	2012 Allocation	160,297.62
Other Expenses	6800	0.00	Subtotal State Funds	160,297.62
Subtotal for Support Services 2100, 2200, 2600, 2700		9,500.00	Total Funds	160,297.62
Support Services - Admin 2300, 2400, 2500, 2900			PAYMENT SCHEDULE STATUS	
Salaries	6100	3,500.00	Month	Scheduled Amount
Employee Benefits	6200	1,500.00	July	0.00
Purchased Professional Services	6300	0.00	August	0.00
Purchased Property Services	6400	0.00	September	0.00
Other Purchased Services	6500	1,000.00	October	0.00
Supplies	6600	0.00	November	60,000.00
Other Expenses	6800	0.00	December	19,547.74
Subtotal for Support Services - Admin 2300, 2400, 2500, 2900		6,000.00	January	8,807.50
Operation of Non-Instructional Services 3000			February	3,670.93
Salaries	6100	0.00	March	34,276.54
Employee Benefits	6200	0.00	April	0.00
Purchased Professional Services	6300	0.00	May	0.00
Purchased Property Services	6400	0.00	June	0.00
Other Purchased Services	6500	0.00	July (13)	0.00
Supplies	6600	0.00	August (14)	0.00
Other Expenses	6800	0.00	September (15)	0.00
Subtotal for Operation of Non-Instructional Services 3000		0.00	RSP	33,994.91
Project SubTotal		88,600.00	Total	160,297.62
Max ADE Restricted Indirect Cost Allowed		5,378.02	* Payments in progress	
Indirect Cost			RSP=Remaining Scheduled Payment	
Restricted Indirect Cost Rate 6.07 %	6910	2,000.00		
Capital Outlay				
Property	6700 et. al.	69,697.62		
Total		160,297.62		

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